

AGENDA



Thursday, December 18, 2008

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION****Item No. 56**

Subject: Authorize award and execution of a 36-month requirements supply contract with SOUTHERN SAFETY SALES, Austin, TX for disposable sheets in an estimated amount not to exceed \$208,590, with three 12-month extension options in an estimated amount not to exceed \$69,530 per extension option, for a total estimated contract amount not to exceed \$417,180.

Amount and Source of Funding: Funding in the amount of \$57,942 is available in the Fiscal Year 2008-2009 Operating Budget of the Emergency and Medical Services Department. Funding for the remaining 26 months of the original contract period and extension options is contingent upon available funding in future budgets.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

For More Information: Sydney Ceder, Sr. Buyer/974 2035

Purchasing Language: Lowest bid of five bids received.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9D of the City Code (Minority Owned and Women Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract will provide for the purchase of disposable fitted top and bottom cot sheets that are used in ambulances and will be ordered on an as needed basis. These sheets will be used in patient care by on-duty Emergency Medical Services (EMS) personnel. The sheets will provide a clean, contaminant-free environment for the patient and are used to prevent or reduce cross-contamination between patients.

MBE/WBE Solicited: 2/0

MBE/WBE Bid: 0/0

PRICE ANALYSIS

- a. Adequate competition.
- b. Fifty-two notices were sent, including two MBEs. There are no known WBEs available for this commodity. Five bids were received, with no response from the MBEs
- c. The pricing offered represents a 25% increase to the last contract award in June 2005. This increase is attributed to the increasing price of paper products and transportation charges.

APPROVAL JUSTIFICATION

- a. Lowest bid received.
- b. The Purchasing Office concurs with the Emergency Medical Services Department's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.